Pre-Forum Checklist

SPEAKERS

___ Provide speakers with adequate background on the goals of the meeting
___ Request an outline from each speaker of key points he or she will make
___ Request in advance brief biographies of the speakers
___ Schedule a conference call for all speakers or by panels
___ Reconfirm the amount of time allotted for each presentation
___ Reconfirm A/V needs
   ▪ Request presentations in advance to load onto the computer
   ▪ Ask speakers to also bring presentations on thumb drives
___ Give speakers a deadline and an address for shipping handout materials
___ Let speakers know how you plan to handle Q&A. Will you:
   ▪ Invite questions after each speaker or at the end of each session?
   ▪ Assign a moderator to field and direct questions?
___ Inform the speakers:
   ▪ What time you want them to arrive the day of the forum
   ▪ Who will introduce them
   ▪ How you will keep time during presentations
___ Develop a discussion outline with people leading breakout groups and the wrap-up session

PARTICIPANTS

___ One week to 10 days before the forum, send participants an e-mail to:
   ▪ Reconfirm attendance, especially if they did not receive an automatic message after registering
   ▪ Provide logistical information on the location’s entrance, parking, etc.
   ▪ Encourage them to invite and register a colleague or local emergency professional, if space is still available

MEETING MATERIALS

Meeting Folders Should Contain:

___ Forum Agenda
___ Biographies of Speakers
___ Participant Roster
___ Acknowledgement of Planning Committee and Sponsors
___ Program Brochure
___ Evaluation Form

Materials for Meeting Folders or Resource Table:

___ Host Organization Materials
___ Materials Provided by Planning Committee/Partners
___ Other Resource Information Provided by Sponsors or Speakers
## Pre-Forum Checklist

**ROLES, CONTACT INFO FOR STAFF AND VOLUNTEERS ON FORUM DAY**

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